

## **Addendum to the Application Kit (RFA: SSA-ORES-03-01)**

The addendum contains special instructions for the presentation of project proposals and a budget summary of the center application proposal. Part I outlines the instructions for project proposals and Part II explains the construction of a budget summary sheet. Questions regarding the items in the addendum should be directed to John W. R. Phillips, SSA Federal Project Officer, 500 E Street, SW Rm936 ITC Building, Washington, DC 20254; (202) 358-6321 or john.phillips@ssa.gov.

### **Part I: Project Proposals**

The applicant must submit comprehensive project proposals for all funded activities. All proposals will describe research and output that will be conducted over a one-year period for a fixed dollar amount. A comprehensive project proposal includes:

- a) A detailed description of the project and methodology
- b) the data source and if restricted SSA data will be used
- c) how the project contributes to the goals of the RRC
- d) a list of deliverables including their due dates
- e) a detailed breakout of all costs (see example in Attachment #1 "Activity Cost Breakdown")
- f) a "Statement Concerning Overlap or Complementarity with Other Funded Research." This statement will detail any funding received by the researchers for the project proposed or other similar projects.
- g) an abstract of no more than 100 words briefly describing the research question, policy relevance, and methodology.

Research proposals for collaborations between center and SSA researchers must follow all terms and conditions and also include a signed letter from the SSA researcher's supervisor approving his/her participation in the project.

### **Part II: Budget Summary Sheet**

The budget summary sheet provides a summary of costs for all center activities and is in addition to all other budget information requested in the application kit. Task and subtasks should break out costs on the budget summary sheet. The grant tasks are 1) administration and dissemination, 2) training and education, and 3) research, evaluation, and data development. Subtasks represent individual activities in each task. For example, a research project, postdoctoral fellowship, or an administrative assistant would qualify as subtasks.

All activities that contribute to the administration of the grant (director, administrators, equipment, etc.) and the dissemination of research findings (working papers, briefs, conferences, and newsletters) should appear under the "administration and dissemination" task. Subtasks under "training and education" would include fellowships and workshops. The research, evaluation, and data development would include subtask line items for all research and data development projects. Each subtask should have its total cost broken out over the relevant budget categories (personal, contractual, etc.). Total costs by task should also appear on the budget summary sheet. An example of the budget summary sheet appears in Attachment #2 "Budget Summary Sheet."

## **Attachment #1: Activity Cost Breakdown**

"An Analysis of Social Security Reform"  
John Smith (University College)

### Salary and Fringe

|            | Annual Base | Effort | Total    |
|------------|-------------|--------|----------|
| John Smith | \$100,000   | %10    | \$10,000 |
| RA         | \$30,000    | %50    | \$15,000 |

|                |          |
|----------------|----------|
| Total Salaries | \$25,000 |
|----------------|----------|

|              |         |
|--------------|---------|
| Fringe @0.25 | \$6,250 |
|--------------|---------|

|                                    |                 |
|------------------------------------|-----------------|
| <b>Total Fringe &amp; Salaries</b> | <b>\$31,250</b> |
|------------------------------------|-----------------|

### Travel to RRC Conference

|  |       |
|--|-------|
| Air travel from Mycity to/from Wash., DC | \$200 |
| Hotel (2 nights @\$100)                  | \$200 |

|                     |              |
|---------------------|--------------|
| <b>Total Travel</b> | <b>\$400</b> |
|---------------------|--------------|

|                     |                 |
|---------------------|-----------------|
| <b>Total Direct</b> | <b>\$31,650</b> |
|---------------------|-----------------|

|                              |                 |
|------------------------------|-----------------|
| <b>Total Indirect (@0.5)</b> | <b>\$15,825</b> |
|------------------------------|-----------------|

|                      |                 |
|----------------------|-----------------|
| <b>Total Request</b> | <b>\$47,475</b> |
|----------------------|-----------------|

**Attachment #2 "Budget Summary Sheet"**

| Tasks and Subtasks                          |                                 | Budget Request   | Personnel | Fringe   | Travel  | Equip*  | Supplies* | Contract** | Other*:<br>Conference Fellowship |          | Direct    | Indirect |
|---|---------------------------------|------------------|-----------|----------|---------|---------|-----------|------------|----------------------------------|----------|-----------|----------|
| <b>Administration &amp; Dissemination</b>   |                                 |                  |           |          |         |         |           |            |                                  |          |           |          |
| Director                                    |                                 | \$50,000         | \$30,000  | \$10,000 |         |         |           |            |                                  |          | \$40,000  | \$10,000 |
| Associate Director                          |                                 | \$30,000         | \$20,000  | \$4,000  |         |         |           |            |                                  |          | \$24,000  | \$6,000  |
| Administrator                               |                                 | \$20,000         | \$15,000  | \$1,000  |         |         |           |            |                                  |          | \$16,000  | \$4,000  |
| Dissemination Specialist                    |                                 | \$30,000         | \$20,000  | \$4,000  |         |         |           |            |                                  |          | \$24,000  | \$6,000  |
| Website                                     |                                 | \$6,000          |           |          |         |         |           |            |                                  |          | \$6,000   | \$0      |
| Annual RRC Conference                       |                                 | \$30,000         |           |          |         |         |           |            |                                  | \$30,000 | \$30,000  | \$0      |
| Newsletter                                  |                                 | \$4,000          | \$1,000   | \$200    |         |         | \$2,500   | \$5,000    |                                  |          | \$3,700   | \$300    |
| <b>Training &amp; Education</b>             |                                 |                  |           |          |         |         |           |            |                                  |          |           |          |
| Junior Scholar Fellowship                   |                                 | \$80,000         |           |          |         |         |           |            |                                  |          | \$80,000  | \$0      |
| <b>Research, Evaluation, &amp; Data</b>     |                                 |                  |           |          |         |         |           |            |                                  |          |           |          |
| PI  | Title                           |                  |           |          |         |         |           |            |                                  |          |           |          |
| Jones                                       | "Social Security Rules..."      | \$100,000        |           |          |         |         |           | \$100,000  |                                  |          | \$100,000 | \$0      |
| Smith                                       | "Evaluating Proposals ..."      | \$75,000         |           |          |         |         |           | \$75,000   |                                  |          | \$75,000  | \$0      |
| Thomas                                      | "Capped earnings and ..."       | \$50,000         | \$30,000  | \$9,000  | \$1,000 |         |           |            |                                  |          | \$40,000  | \$10,000 |
| Stein                                       | "Distributional effects of ..." | \$50,000         | \$30,000  | \$9,000  | \$1,000 |         |           |            |                                  |          | \$40,000  | \$10,000 |
| Fischer                                     | "Macroeconomic analysis ..."    | \$50,000         | \$30,000  | \$9,000  | \$1,000 |         |           |            |                                  |          | \$40,000  | \$10,000 |
| Harris                                      | "Trends in Demographic..."      | \$50,000         | \$30,000  | \$9,000  | \$1,000 |         |           |            |                                  |          | \$40,000  | \$10,000 |
| Smart                                       | "Analysis of Reform for..."     | \$50,000         | \$30,000  | \$9,000  | \$1,000 |         |           |            |                                  |          | \$40,000  | \$10,000 |
| Purd  | Data Development of ..."        | \$100,000        |           |          |         |         |           | \$100,000  |                                  |          | \$100,000 | \$0      |
| Schwartz                                    | "An Analysis of Program"        | \$25,000         |           |          |         |         |           | \$25,000   |                                  |          | \$25,000  | \$0      |
| <b>Totals</b>                               |                                 |                  |           |          |         |         |           |            |                                  |          |           |          |
| <b>Total Year 1 Budget Request</b>          |                                 | <b>\$800,000</b> | \$236,000 | \$64,200 | \$5,000 | \$1,000 | \$2,500   | \$305,000  | \$30,000                         | \$80,000 | \$723,700 | \$76,300 |
| Administrative                              |                                 | \$170,000        |           |          |         |         |           |            |                                  |          |           |          |
| Training and Education                      |                                 | \$80,000         |           |          |         |         |           |            |                                  |          |           |          |
| Research and Evaluation (Non-Collaborative) |                                 | \$525,000        |           |          |         |         |           |            |                                  |          |           |          |
| Research and Evaluation (Collaborative)     |                                 | \$25,000         |           |          |         |         |           |            |                                  |          |           |          |

Notes:

Center Indirect Cost Rate is .25

\* These items do not incur indirect costs

\*\* These items include indirect costs from the affiliate institution. The host institution does not charge indirect costs on these items.